

When are background checks allowed?

Background checks on EF participants are only allowed if necessary for or required by a specific Work Experience or Community Service work site prior to referring or placing an EF participant at the work site. The participant must be informed and must consent to the background check and sign a Release of Information form. The participant can refuse to have the background check conducted. Their refusal would not be considered noncooperation, and another work site would be developed for them.

EF policy states: "The case manager recommends the participant to the work site. Then the potential work site personnel have the option of interviewing the participant."

Background checks may also be allowed for job skills training, vocational training and post-secondary education in an occupation necessitating a background check and if necessary in corroboration with the educational or training institution.

We would not conduct a background check on a participant for an On-the-Job Training (OJT) employer unless the employer also requires a background check for all their applicants or new hires. If the OJT employer generally pays for this then EF would not. We do not want our participants treated differently than other applicants or employees of the employer.

Any exceptions to this requirement must be approved by the TANF Unit in Central Office.

9/13/2010